

SHARP-SHOOTER

TAKING AIM TO BETTER SERVE THE CUSTOMER

Volume 4, Issue 3

August, 1999

The Social Security Statement - A Message for employees

In October 1999, the Social Security Administration will begin mailing the Social Security Statement (formerly known as the Personal Earnings and Benefit Estimate Statement) to all workers age 25 and older (about 125 million) who are not already receiving monthly Social Security benefits. At the suggestion of employers and their representatives the SSA has prepared an "employee message" (reproduced below) that can be distributed

to employees before the October 1999 mailings. The message explains the upcoming mailing and is aimed at minimizing calls and questions for payroll departments once the mailings begin. The message is suitable for reproduction in company newsletters, on bulletin boards, as a paycheck stuffer, etc. If you would like an electronic copy of the message, please e-mail your request to lois.smith@ssa.gov.

Inside This Issue

This issue will focus on business process changes involving:

- ◆ SHARP Information on the WEB
- ◆ PERB Update
- ◆ Supervisory Label Changes

Your Social Security Statement: The Future's In Your Hands

In October, the Social Security Administration will begin mailing Social Security Statements (formerly known as the Personal Earnings and Benefit Estimate Statement) to all workers age 25 and older (about 125 million) who are not already receiving monthly Social Security benefits.

The four-page Social Security Statement is intended to help you plan your financial future by providing estimates of the monthly Social Security retirement, disability and survivor's benefits you and your family could be eligible to receive now and in the future.

The State of Kansas matches

your Social Security and Medicare taxes dollar-for-dollar. This investment serves as a base for your retirement planning when you combine it with your pension and individual savings.

The Social Security Statement also will provide you with a means

continued on page 2

NOTICE !

The Division of Personnel Services has created a new centralized e-mail address for agencies to submit Human Resource related SHARP requests for data correction directly to the SHARP Unit instead of to your Human Resource Consultant. This will help prevent e-mailed SHARP requests from being delayed when your Human Resource Consultant is out of the office. The e-mail address is: request.sharp@state.ks.us

T R Y I T !

SHARP Information on the Web

<http://da.state.ks.us/sharp/>

As a result of continuing collaborative efforts between the Division of Personnel Services, the Division of Information Systems and Communication and the Division of Accounts and Reports, the Department of Administration's SHARP Customer Service website has been revitalized and expanded for your convenience. **Notices relating to system status information will be posted on the main**

page. In addition, the site features include the following:

- list of contacts for information about specific issues;
- download area for accessing CBT, PrintScreen and PeopleTools data;
- discussion forum for important issues;
- list of frequently asked questions; and
- links for downloading and printing SHARP documents.

Another new feature of the website is a new email address established specifically for the electronic submission of SHARP re-

quests for data entry and data corrections. Requests of this type can now be submitted to the SHARP Unit within DPS via email to request.sharp@state.ks.us

You are also invited to submit any comments regarding this or any of the Department of Administration's website initiatives at the following website address: <http://da.state.ks.us/comments.htm>

Other excellent sources of year-end information are these Department of Administration web-sites: <http://www.da.state.ks.us/yearend> <http://www.da.state.ks.us/sharp> *

SHARP-SHOOTER

is published by the Statewide Human Resource and Payroll Project. This publication is designed to inform state agencies and their users of the status of the SHARP Project.

Project Directors

Tom Riggie, State of Kansas
John Fyfe, Andersen
Consulting

Sponsors:

Bill McGlasson, Director DPS
Shirley Moses, Director A&R

Contributors:

Brent Smith
Gina Gray
Steve Banning
Jeff Buescher

Comments and articles should be directed to:

Doug Quinn
SHARP Project

Landon State Office Building
900 S.W. Jackson St.,
Suite 751-S
Topeka, KS 66612-1234
Fax (785) 296-1168

Social Security Statements

continued from page one

of protecting your earnings record. It's an easy way to determine whether your earnings (or self-employment income) are accurately posted on your Social Security record. Making sure the name and Social Security Number your employer has on record matches your Social Security card is the best way to ensure earnings will be accurately posted. And that's important because the amount of your future benefits will be based on your Social Security earnings record. The Statement will tell you how to go about correcting any inaccurate or missing earnings entries.

You can expect to receive your Statement each year about three months before your birth month. For example, if your birthday falls

in February, you can expect to receive your Social Security Statement in November.

These are some additional ways to use your Social Security Statement:

- Plan your financial security for today and tomorrow by knowing the amounts of Social Security benefits that could be available to you and your family if you become disabled.
- Determine whether you have sufficient insurance to protect your survivors when you die.

For more information about Social Security benefits, call or visit your local Social Security office, call 1-800-772-1213 or visit this web site: www.ssa.gov. *

Supervisory Label Changes

In an effort to identify the most appropriate training for supervisors across the state, the Division of Personnel Services has proposed a new Kansas Administrative Regulation (K.A.R.), effective this Fall, that would divide supervisors into three types: Lead Worker, Supervisor and Manager. This change has several impacts for the SHARP system. Previously, the Position Data 4 panel had a “Supervisory?” checkbox to indicate whether a position was supervisory or not. This check box has been changed to a “Supervisory?” field with a drop down box. Additionally, the “Supervisory?” field has been added to the Job Code Table 1 panel. Current possible values remain ‘Y’ (Yes) and ‘N’ (No).

In the next few months, agencies will receive a report of their supervisory positions and the projected default supervisory code. Agencies should review the report and determine which positions will need changes. On the effective date of the new regulation, default values for each Job Code will be placed in the “Supervisory?” field on the Job Code Table 1 panel. [Default values for classified job codes were based upon the class specs. All unclassified job codes will default to ‘S’ (Supervisory).] A program will then run to update each active classified position to match the default value from the Job Code Table 1 panel. Unclassified

positions will be updated so those currently coded as ‘Y’ (Yes) will be changed to ‘S’ (Supervisory). Once this program runs, agencies will have the opportunity to change the default value on the Position Data 4 panel. Possible values will be ‘L’ (Lead Worker), ‘S’ (Supervisor), ‘M’ (Manager) and ‘N’

(None). As new positions are added or existing positions reallocated to a new Job Code, the “Supervisory?” field on the Position Data 4 panel will default from the Job Code Table 1 panel. More information will be provided about the update process as the Fall implementation date approaches. *

PERB Update

What is a PERB and why do we use it? PERB stands for Public Employee Relations Board. PERB Units are used to group state employees by the type of job they perform. Previously, SHARP users had to manually enter the appropriate PERB Unit on Position Data 4. Unfortunately, this field was not required and, as time passed, PERB Unit was often left blank. Recently, this field was modified so that the PERB Unit is automatically assigned based on the Job Code and the Department ID number. Additionally, the PERB Unit information on Employment Data 2 was changed to a table format. This means effective dated history of the PERB Unit can be tracked. Although this change fixed the problem for new positions or updates to an existing position, it did not “fix” those existing positions that have not received updates.

On June 13, 1999 a program ran in SHARP to fix all the in-

correct PERB Units in both Position Data 4 and Employment Data 2. This program examined each active position in SHARP to determine if the correct PERB Unit was assigned. If it did not have the correct PERB Unit, the program checked the maximum effective date on that position. For those Positions with a maximum row less than 6/13/99, the program inserted a new row effective dated 6/13/99, with the action reason position Data Update that changed the PERB Unit to the correct one. For those positions with a maximum row equal to 6/13/99, the program corrected the PERB Unit on the existing maximum row. Finally, for those positions with a maximum effective date greater than 6/13/99, the program inserted a new row effective dated 6/13/99, with the action reason Position Data Update that changed the PERB Unit to the correct one. It then corrected the PERB Unit on the future dated row(s). *

Dear Dead Eye...

Q: Our agency has placed an employee on leave with pay pending an investigation. Can we use the Earnings Code ADM/ADE (Administrative Leave) on the employee's timesheet?

A: No, you should use RFD/RFE (Relief from Duty with Pay). According to Kansas Administrative Regulation (K.A.R.) 1-10-7 Relief from Duty with Pay applies to the following: "In any situation in which the possibility of proposing dismissal, suspension, or demotion of a permanent employee is indicated but in which the appointing authority needs time to conduct an investigation before proposing such an action, or in a situation in which immediate removal of an employee from the

employee's job is needed to avoid disruption of work, or for the protection of persons or property, or for a similar reason, the appointing authority may relieve the employee from duty or change the duties of the employee, pursuant to the provisions of subsections (b) and (c), and keep the employee in pay status..."

"Administrative Leave" means leave with pay authorized by the Appointing Authority for an emergency or other situation that creates dangerous or unsafe work conditions or for the other circumstances that necessitate the closing of an office or building. The appointing authority should notify the Director of Personnel Services in writing of

any situation for which Administrative Leave is authorized. This notice should include the dates and starting and ending times of authorized Administrative Leave and who is affected. Proposed K.A.R. 1-2-74 (effective 10/03/99) reinforces this policy.

All questions for Dear Dead Eye are welcomed and should be directed to "Dead Eye" at the project address, (785)296-4886, GroupWise - Quinn, Douglas, or E-Mail doug.quinn@state.ks.us All questions will be answered in the following issue of the newsletter.



SHARP Project
900 S.W. Jackson St., Ste. 751S
Topeka, KS 66612-1234
173-195